

FACILITIES MAINTENANCE SPECIALIST

DEFINITION:

Under the general supervision of the Building Inspector/Facilities Maintenance Coordinator, is responsible for the maintenance and repair of the Community Center buildings, furnishings and equipment including custodial maintenance and provides supervision to related building Custodian(s); performs related work as required. This position will work in cooperation with other staff at the Community and Cultural Center.

CLASS CHARACTERISTICS:

This class is responsible for all set-up, custodial, and minor maintenance work at the City's Community and Cultural Center, including the Playhouse, and requires the ability to coordinate a variety of building maintenance functions with minimal guidance and supervision.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Provide and/or coordinate daily maintenance of City Community Center buildings including, lighting repairs, upkeep of all equipment, plumbing repairs, minor carpentry repairs, vandalism, maintenance contracts and provide information to the Building Inspector/Facilities Maintenance Coordinator for budget requests.
2. Control access to assigned facilities by opening and closing them to the public; ensure facility is secure upon closing; monitor ongoing use of the facility to ensure user compliance with all facility policies and procedures; resolve conflicts and problems that arise within area of responsibility; maintain and implement security and emergency procedures including calling for law enforcement assistance when necessary.
3. Work closely with Event Coordinator and Recreation Supervisor to:
 - a. Review calendar of events and prepare work schedule for attendant personnel.
 - b. Prepare schedule of routine maintenance to be performed at assigned facilities.
 - c. Control inventories of materials needed in custodial and facilities set-up sections.
 - d. Oversee the operation of stage equipment.
 - e. Operate heating and ventilating system.
 - f. Inspect facility before each event to ensure equipment is in proper working condition and facility is clean and ready for use.
 - g. Complete work order forms and process to proper sources to obtain needed repairs.
 - h. Complete and process requisition forms.

- i. Oversee and provide leadership during assigned events; follow event instructions given by Event Coordinator and Recreation Supervisor.
- j. Review event requirement plans with operations and maintenance staff; ensure that all required services are provided.
- k. Enforce health, safety and other facility regulations.
- l. Respond to facility user complaints and inquiries.

- 4. Meet with representatives of other City departments to plan and coordinate special events and resolve maintenance problems.
- 5. Analyze custodial, maintenance and related operations and make suggestions for improvements; develop procedures and forms.
- 6. Perform routine custodial tasks as required including setting up rooms for classes and events; picking up trash; stocking and cleaning restrooms and perform routine preventive maintenance.
- 7. Monitor service contracts, contractors, and consultants; review work to ensure proper completion and compliance with laws and regulations.
- 8. Monitor programs and deferred maintenance funding; determine scope of project work, prepare or review estimates; request allocation of funding; prioritize projects and monitor expenditures; prepare reports on status of facility maintenance and provide customer support through enhanced communication and feedback; provide cost analysis and status of completed and projected work for City departments.
- 9. Schedule, direct, train and oversee full-time custodial and temporary employees assigned to the Center in the performance of custodial, maintenance, production assistance and other support duties.
- 10. Coordinate with Building Inspector on schedules and annual maintenance issues.
- 11. May be required to perform shift work.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

- 1. May coordinate stage, sound and lighting arrangements with facility users, train users' staff on equipment operations; set up and operate lights and sound equipment as needed.
- 2. May act as primary facility representative.
- 12. May be required to support functions off-site at other City locations.

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3. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Building maintenance methods and techniques.
2. Service and set-up needs and requirements for various types of events.
3. Fire and safety regulations and emergency procedures related to public assembly facilities.
4. Safety practices, procedures and regulations.
5. Record keeping techniques.
6. Office practices, methods and equipment, including a computer.

Skill in:

1. Providing excellent customer service to the public and other City employees.
2. Training employees in work and safety procedures.
3. Communicating effectively, orally and in writing.
4. Performing minor maintenance repairs to City-owned buildings and facilities.
5. Reviewing vendor contracts and monitoring contract compliance.
6. Operating hand and power tools competently and safely.

Ability to:

1. Quickly learn and apply the policies and procedures pertaining to the work.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Work independently and as a member of a team.

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4. Determine staffing and equipment needed for set-up of events, exhibits and productions.
5. Set priorities for work completion.
6. Make sound decisions within established guidelines.
7. Work with machines, equipment and environmental building systems and the lubricants, solvents, chemicals and other fluids associated with maintenance and repair.
8. Travel to various sites within the City to conduct inspections and oversee building services activities.
9. Work inside or outside under any natural or artificial environmental conditions.
10. Work irregular hours, evenings, weekends and shifts.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Willingness to work out-of-doors in varying weather conditions and the physical capability for sustained walking, standing or climbing.
3. High school graduation or the equivalent.
4. Three years experience performing responsible custodial, set-up, and minor maintenance work. Experience preparing for events at a cultural, convention, entertainment, community or school facility highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Calculator
3. Reports, forms, pencils and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Telephone

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8. Keys to City locks
9. Beeper
10. Gasoline pumps
11. Hard hat and cover-all
12. Miscellaneous hand tools
13. Power tools
14. Tables and chairs

PHYSICAL DEMANDS:

1. Walking
2. Speaking/Hearing
3. Seeing
4. Standing
5. Climbing
6. Lifting up to 50 lbs.
7. Mobility
8. Bending/stooping
9. Crawling
10. Working at heights

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 50% of the time
Travel: varying conditions, 50% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: asphalt, gravel, grass, dirt, rock, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: exposure to rough electrical wiring and mechanical hazards, inspecting all areas of construction in progress